



# FLITWICK TOGETHER

Charity Annual Report

August 2016 – July 2017

**Flitwick Community Football Centre**

Annual report for the Trustees of Flitwick Together CIO, the Lease Holding Charity for the  
Flitwick Community Football Centre

March 2018

Overview of the Charity

*Report of the Trustees for the year ending 31st July 2017*

The Trustees present their annual report and unaudited financial statements for the year ending 31<sup>st</sup> July 2017.

Charity Name:	Flitwick Together Charitable Incorporated Organisation
Registered Charity Number:	1157451
Registration Date:	12 <sup>th</sup> June 2014
Charity Principle Address:	Flitwick Community Football Centre Ampthill Road FLITWICK Bedfordshire MK45 1BA
Board of Trustees:	Chris Cheshire (Flitwick Town – Founding Trustee) Lynda Gazeley (Flitwick Eagles – Founding Trustee) Martin Gifford (Flitwick Eagles - Founding Trustee) Nigel Taylor (Community Trustee - 4 <sup>th</sup> November 2014) Jeff Conquest (Community Trustee – 28 <sup>th</sup> January 2015)
Accountants:	Keens Shay Keens MK LLP Sovereign Court 230 Upper Fifth Street Central Milton Keynes MK9 2HR
Subsidiary Trading Company:	The Flitwick Sports Community Interest Company 09144214 Incorporated on 23 July 2014

## Structure, Organisation and Governance

### The Governing Document

Flitwick Together is governed by the Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees.

The Governing Document was approved by the Founding Trustees on 9<sup>th</sup> June 2014. There have been no changes to the Governing Document since this date.

### The Charity Objects

The Governing Document sets out the objects of the CIO as:

- (1) To promote for the benefit of the inhabitants of Flitwick, Bedfordshire and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.
- (2) The promotion of community participation in healthy recreation for the benefit of the inhabitants of Flitwick, Bedfordshire and the surrounding area in particular by the provision of facilities for playing football and other sports.

### The Board of Trustees

The Governing Document sets out the selection and appointment process for the Charity Trustees.

#### Selection and Appointment of Trustees:

Up to seven Trustees may be appointed as follows:

#### *Flitwick Eagles Football Club may appoint up to three Trustees:*

Founding Trustee:	Martin Gifford	Appointed: 12 <sup>th</sup> June 2014
Founding Trustee:	Lynda Gazeley	Appointed: 12 <sup>th</sup> June 2014

#### *Flitwick Town Football Club may appoint up to two Trustees:*

Founding Trustee:	Chris Cheshire	Appointed: 12 <sup>th</sup> June 2014
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#### *The Board of Trustees may appoint up to two Trustees from the local community:*

Community Trustee:	Nigel Taylor	Appointed 4 <sup>th</sup> November 2014.
Community Trustee:	Jeff Conquest	Appointed 28 <sup>th</sup> January 2015

#### Term of Office for Trustees:

The founding Trustees were appointed for an initial term of 3 years (MG / CC) and 5 years (LG).

The Community Trustees are appointed by the Board of Trustees for a period of two years.

Trustees may be re-appointed / by their appointing body for a period of two years.

## Operations of the Charity

The Board of Trustees met three times during the reporting year.

- 10<sup>th</sup> October 2016
- 9<sup>th</sup> January 2017\*
- 22<sup>nd</sup> May 2017

\*The January meeting constituted the Annual General Meeting.

The meetings Trustees follow a standard agenda. This covers Governance, Compliance, Finance, Policy and Risk.

The meetings include a report from the Directors of the subsidiary trading company – The Flitwick Sports Community Interest Company. This provides oversight of the operation of the Flitwick Community Football Centre against the Charity Objects.

The Board continues to make decisions based on a consensus approach. It also acts in an advisory capacity to the CIC.

The Board reviewed risk and compliance for the centre in some depth. Working with Central Bedfordshire Leisure Contracts officer the Quest for Facilities core operations module standards were identified as appropriate for the Centre. We produced a risk grid, identified areas for attention and addressed these through the year.

## Funding Bodies

Flitwick Community Football Centre has two main funding bodies. These financed the Football Centre project in partnership with contributions from the two clubs.

- **Central Bedfordshire Council**
- **The Football Foundation**

Flitwick Together completed its annual audit for the football foundation on 25<sup>th</sup> November 2016. The project was assessed as “Good- meeting expectations.” There were no follow-up actions from this audit.

## Public Benefit Statement

The Board of Trustees has complied with their duty to have due regard to the guidance on public benefit published by the commission in exercising their powers or duties.

Flitwick Together delivers the charity objects on an operational basis through its subsidiary trading company The Flitwick Sports CIC.

## Activities of the Charity

The Trustees seek to ensure that the centre maintains high standard facilities that provide a safe and high quality amenity.

*The provision of a facility for football which is accessible to the whole community – age, gender, ability.*

The centre operates through a partnership between Flitwick Eagles FC and Flitwick Town FC. The clubs are FA Charter Standard meaning that they complete an annual health check to ensure compliance with best practice for running a club.

Delivery of women's football is through Flitwick Ladies FC, an FA Adult Charter Standard club.

The Trustees monitor that the facility delivers opportunities for all.

*The provision of a facility for the promotion of social welfare and the condition of life for Flitwick residents.*

The community hall is made available to individuals, local organisations and health & welfare organisations for hire.

The Trustees receive reports on community hall hire from the Directors.

## Achievements of the Charity

The Trustees review delivery against Charity objects at each meeting.

The football aspect is performing very well with all clubs finding the centre a benefit in promoting both growth and retention of players. The number of teams supported across the range is increasing year on year.

The community hall has a strong core of users. The hall has proved a good venue for health and welfare training provided by local authorities. The use of the hall for community groups has not grown as hoped, with both performing arts groups folding. The use for social functions has been sustained, with an average of a couple of events per month. The Trustees would hope to increase community use over the next year.

## Charity Financial Report

The unaudited accounts for year ending July 2017 have been prepared by our accountants in accordance with The Charities Act 2011.

- The charity had a bank balance of £19,038.58. It has an outstanding debt from The Flitwick Sports for £22,395; The Trustees will work with The Flitwick Sports to reduce the outstanding management fees in the next financial year.
- The trustees set aside £15,000 for reinvestment into kitchen, field and car park projects. This will be taken from the management fee owed from The Flitwick Sports.
- The charity maintains a capital reserve of £10,000.
- £9,000 is set aside for pitch and centre maintenance funds.
- The charity incurred operating costs of £2,862. The charity paid £1,916 for gas and electricity supplies until contracts with new suppliers came into effect at the end of quarter 1. The new supplier bills are paid by The Flitwick Sports. Other overhead costs were £946. It is expected to maintain operating costs below £1,000 next year.

**FLITWICK TOGETHER**  
**ACCOUNTS**  
**FOR**  
**31 JULY 2017**

**FLITWICK TOGETHER**  
**ACCOUNTS**  
**YEAR ENDED 31 JULY 2017**

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**FLITWICK TOGETHER**

**ACCOUNTANTS' REPORT TO THE PARTNERS**

**YEAR ENDED 31 JULY 2017**

As described below, you have approved the accounts for the year ended 31 July 2017 set out on pages 2 to 4. In accordance with your instructions, we have compiled these unaudited accounts from the accounting records and information and explanations supplied to us.



KEENS SHAY KEENS MK LLP  
Chartered Accountants

Sovereign Court  
230 Upper Fifth Street  
Central Milton Keynes  
MK9 2HR

26/04/2018

**PARTNERS' APPROVAL OF ACCOUNTS**

We approve these accounts for the year ended 31 July 2017 set out on pages 2 to 4 and confirm that we have made available all relevant records and information for their preparation and give our authority for them to be submitted to HM Revenue and Customs.



Mr M.R. Gifford  
Signed for and on behalf of Flitwick Together

21-Apr-2018



**FLITWICK TOGETHER**  
**PROFIT AND LOSS ACCOUNT**  
**YEAR ENDED 31 JULY 2017**

	2017		2016
	£	£	£
<b>INCOME</b>			
Management charges		7,395	24,120
 <b>EXPENSES</b>			
Light and heat	1,916		4,530
Telephone	96		—
Printing and postage	80		—
Professional fees	770		—
		2,862	4,530
<b>NET PROFIT FOR THE YEAR</b>		<u>4,533</u>	<u>19,590</u>

# FLITWICK TOGETHER

## BALANCE SHEET

31 JULY 2017

	Note	2017	2016
		£	£
<b>CURRENT ASSETS</b>			
Other debtors		22,395	23,123
Cash at bank		19,039	13,778
		<u>41,434</u>	<u>36,901</u>
<b>NET CURRENT ASSETS</b>		<b>41,434</b>	<b>36,901</b>
<b>NET ASSETS</b>		<b>41,434</b>	<b>36,901</b>
<b>FINANCED BY:</b>			
Restricted Fund	1	<u>41,434</u>	<u>36,901</u>

**FLITWICK TOGETHER**  
**NOTES TO THE ACCOUNTS**  
**YEAR ENDED 31 JULY 2017**

**1. RESTRICTED FUND**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Opening balance	<b>36,901</b>	17,311
Net profit for the year	<b>4,533</b>	19,590
Carried forward at 31 July 2017	<b><u>41,434</u></b>	<u>36,901</u>